

# MINUTES

LAC du BONNET REGIONAL AIRPORT AUTHORITY  
BOARD OF DIRECTORS – MEETING of JUNE 19, 2023

**CYAX**

## MEETING MINUTES of JUNE 19, 2023

### 1. CALL TO ORDER

Meeting called to order by John Gibson at 7:04 p.m.

**PRESENT:** Kevin Champagne, John Gibson, Loren Schinkel, Scott Veilleux  
Mauri Rutherford, Sue Appleyard, Kim Buhay

**ABSENT:** None

### 2. ADOPTION OF THE AGENDA for JUNE 19, 2023.

#### Resolution #1120

**MOVED** by Kevin Champagne and **SECONDED** by Mauri Rutherford to adopt the agenda as presented for June 19, 2023.

### 3. ADOPTION OF MINUTES for MAY 8, 2023

#### Resolution #1121

**MOVED** by Kevin Champagne and **SECONDED** by Loren Schinkel to approve the Minutes of May 8, 2023 as presented.  
**CARRIED.**

### 4. BUSINESS ARISING FROM THE MINUTES of MAY 8, 2023.

- Discussion regarding the plans to move forward with a CET Survey.
- Discussion with plans to move forward with security fencing on the west side of Hobo Lane to the end. Funds would come out of the reserve fund. Approximated costs are \$60,000. John asked Loren for direction on what steps need to be taken to meet with RM public works department on laying out the fencing plans. ✓
- Lease agreement between Adventure Air & Crown Lands. Loren reported that there was a meeting with shorelands and that the inquiry is still ongoing.
- John advised that he can meet with John Fleming and share plans that he is in possession of regarding emergency measures that can be implemented for the airport.
- Loren advised that Sandra Broek, CAO of the RM of Lac du Bonnet be contacted to look into insurance coverage for the buildings since it's they are an airport asset. ✓

*Transfer \$60,000*

*CAO check insurance*

## 5. CORRESPONDENCE REPORT (IN/OUT)

Kim distributed copies of the correspondence items for review.

Date of Correspondence (RECEIVED)	Type of Correspondence	Sent TO:	Regarding
MAY 19	EMAIL	RM of Lac du Bonnet Public Works Manager- Jenn Hoffman Cc : <a href="mailto:ldbairport@gmail.com">ldbairport@gmail.com</a> & John Gibson, Chairman	Email sent from Kevin Champagne to RM Public Works Manager RE: <i>taxiway east and west side (frost boil on south end), airport access road grading and repair, moving or leveling mud at north end of taxiway, and filling in culvert at north end of taxiway. (Review of culvert placement). Future brushing needed around airport.</i>
Date of Correspondence (RECEIVED)	Type of Correspondence	Received FROM:	Regarding
MAY 19	EMAIL	Chas Cormier, Aviation Consultant	Renewal of Approach Attestation
MAY 23	EMAIL	RM of Lac du Bonnet Public Works Manager- Jenn Hoffman To: Kevin Champagne Cc : <a href="mailto:ldbairport@gmail.com">ldbairport@gmail.com</a> , John Gibson, Chairman Sandra Broek, CAO RM LdB	Reply from email sent by Kevin on May 19 <sup>th</sup> . Reads: <i>I have updated Sandra on your request. The lease agreement only includes winter snow removal. As such, any other maintenance requests will be presented to council. I will provide you with an update once I receive direction. I will have someone look at the culvert to assess.</i>
JUNE 1	QUOTE	Jackson's Trucking	QUOTE for \$9,580.90 Airport Taxiway (Limestone, A-Base, Geotech, Labor).
JUNE 9	QUOTE	AON Policy Renewal	Options regarding quoted coverage
JUNE 9	EMAIL	Maureen Janisch-Development RM Lac du Bonnet To: Kevin Champagne Cc:Sandra Broek, CAO RM LdB	Assessment of Hangars C8 & C9 Dennis Lacho H12 K & L
JUNE 16	EMAIL	Frank Malatesta- Data Collection Specialist AIM-NAV CANADA To: Chas Cormier Cc: Kevin Champagne	Upcoming Cycle Review-May 16, 2024 DEADLINE Sept 9, 2023

Items discussed from correspondence items.

**Kevin obtained a quote of \$9,580.00. from Jackson's Trucking to repair a sink hole on the South East end of the Taxiway.**

**Resolution #1122**

**MOVED by Mauri Rutherford and SECONDED by Loren Schinkel to approve the expense to repair the South East end sink hole taxiway sink at the quoted price of \$,9580.00 from Jackson's Trucking.**

**CARRIED.**

**Kim provided copies of the AON Insurance Policy options.**

It was decided to stay at the same level of insurance coverage at the quoted cost of \$2947. Plus gst.

***ACTION>>Kim to email AON and pay the policy renewal for the 2023/2024 period.***

**6. FINANCIAL REPORTS**

**a) 2022 AUDIT -Copies distributed**

Kim Buhay distributed copies of the audit to all present.

**b) Expenditures Reporting – MAY 2023**

**Resolution #1123**

**MOVED by Mauri Rutherford and SECONDED by Scott Veilleux to approve the allocation of cheque numbers #788 - #804 totaling \$2,560, Direct Withdrawals of \$294.00, No Transfers between accounts in May. CARRIED.**

**c) Report on 2023 Leases**

Kim Buhay provided a breakdown report for all leases invoiced for. Total sum of 2023 leases are \$17,889.33.

**7. REGULAR BUSINESS**

**a) Airport Traffic**

Kim continues to receive landing sent via Dropbox from Roy Manuell.

**b) Maintenance**

Kevin reported that crack sealing is starting June 22<sup>nd</sup>.

**c) Land Use**

Kevin went through lot leases over the telephone with Maureen Janish, Development Dept, RM Lac du Bonnet to clarify lots C8 & C9, H12, C6. C4 & C5.

Lot C4 & C5 in the name of Provincial Helicopter should be under one Title and called C5 for future reference.

**Resolution #1124**

**MOVED by Loren Schinkel and SECONDED by Scott Veilleux that lots C4 & C5 be officially combined when referencing the lots to be known as C5.**

**CARRIED.**

**8. OTHER BUSINESS**

a) **No other business to discuss.**

**9. NEXT MEETING DATE** TBD- late October

**10. ADJOURNMENT**

**Resolution #1125**

**MOVED by Scott Veilleux to adjourn at 8:15p.m. CARRIED**

Minutes submitted by: \_\_\_\_\_  
*Kim Buhay, LdB Regional Airport Authority*